



OPERATIONS DIVISION STANDARD OPERATING PROCEDURE

CHAPTER 15 - CRIMINAL INVESTIGATION

15-1 CRIME SCENES

A. General

1. Crime scenes must be approached in a careful and planned manner. The objectives are the safety of the officers and others present, the apprehension of suspects, and the preservation of evidence.
2. Evidence may be large articles or minute traces, such as hair, fiber or fingerprints on the floor, doors, telephones, chairs and other common locations. Accordingly, officers must use extreme caution when entering a crime scene.
3. Obviously, the more people present the greater the chance of accidental destruction of evidence. Supervisors shall ensure that only necessary personnel enter a crime scene.

B. Procedure

1. Responding Officers must make a determination concerning the condition and care of any injured persons present.
2. Officers must ensure that dangerous persons are placed under control and disarmed.
3. The physical protection of a crime scene, particularly an outside scene involving a death or serious injury, should involve the establishment of a perimeter defined with crime scene tape. Personnel should be posted as necessary to keep unauthorized individuals out. Officer shall keep a record of their duties and observations at a crime scene.
4. Weapons that are present at a crime scene, particularly those where location will likely be of evidentiary value, should remain in place, when possible. Conditions may require a different course of action where control over the scene is in doubt and a weapon could be improperly removed or used against others.
5. When conditions permit, persons present at a crime scene should be identified and separated. In cases of homicide in particular, questioning should be done with great caution. If the suspect is known, that person should normally be isolated and not questioned. Personnel of the Investigations Division should advise that person of their constitutional rights or specifically authorize such advisal.
6. Limited questioning of other persons will usually be required in order to identify them, determine the reasons for their presence, and obtain general facts.



7. When an officer becomes aware that a person may be an accomplice or is likely to be arrested, great caution shall be exercised and proper legal procedures applied regarding questioning.
8. The senior officer present is in charge of a crime scene until that scene is formally relinquished to the organization that will be conducting the investigation. This shall not be construed to modify the authority of the Patrol Watch Commander during the hours after 1700 or on weekends or holidays when that commander is in charge of police activity.

15-2 HANDLING EVIDENCE

A. General

1. Initial actions of responding officers at the scene of serious crimes can materially contribute to the apprehension and prosecution of those responsible. The first officers to arrive must be cognizant of the need to determine the location of crime scene evidence and take steps for the protection and preservation of such evidence.
2. Physical evidence is anything that might lead to the identification of the perpetrator or tend to prove or disprove any material fact. The type and circumstance of the case will determine what will be included as physical evidence. It may be latent prints, blood, hair and fiber, weapons, bullets or spent casings, tools and tool marks, tire tracks or an endless variety of other materials.

B. Procedure

1. It is imperative that the chain of evidence be kept as short as possible and intact from the crime scene to the courtroom, with persons in the chain clearly identified. In most instances, evidence will be collected and preserved by Identification Section personnel. Under some circumstances however, it is not unusual for responding officers to take evidence into custody. Items to be submitted must be clearly identified, protected from contamination, and placed in property lockers or other secure areas as provided. Complete reporting, both on the property inventory form and in the case investigation report, is critical.
2. All evidence that does not possess a unique identification number must be processed in such a way that positive identification can be made at a later. The nature of the material submitted will dictate the method to be used for later identification. It may be labeled with a property tag recording the case number, date, time, location found, and signature of the officer or alternate methods may be required. On larger items, an identifying mark may be placed directly on the item.
3. Evidence requiring special consideration, such as wet or perishable materials, will be submitted and processed in accordance with Identification Section procedures.



15-3 SAFEGUARDING PROPERTY

A. Reference

General Order 04-1, Chapter 22: "Property and Impound".

B. Policy

1. During the course of daily operations, a large and varied amount of property will be encountered by officers of this Department. Some will be of obvious monetary value while other items may appear worthless. Found property, recovered/stolen property, contraband and evidence, property from impounded vehicles and prisoner's property must all be carefully handled and properly accounted for.
2. Some articles of property, while apparently having no monetary value, may be of considerable value to the owner.
3. Property of citizens shall not be discarded in police vehicles.
4. When impounding a vehicle, officers shall review the contents and articles needing safeguarding or which would likely become the subject of theft or a false claim. Those items should be listed on a property report and separately impounded.
5. Officers frequently inspect driver's licenses, registrations and other personal papers. Personnel should take care to return or properly process such items.
6. Cash should be counted in the presence of a witness, to ensure accuracy, and the name of the witness shall be noted in the case report. If cash is to be confiscated, the individual from whom it was confiscated shall be provided with a receipt.
7. Reporting shall be in accordance with Department Reporting Guide, being as specific as possible in describing property. List articles by serial and/or model numbers. A gun has a make, model, caliber, serial number, and type of action. A television has a model and serial number, make, size of screen, etc. Clothing has size, type of material, color, etc.
8. Once property has been placed into property control, personnel of this department shall not claim ownership of any articles by means of gift, purchase, or otherwise. An Officer who is the victim of a theft or other property crime may claim recovered items as would any other citizen under the same circumstance.

15-4 WITNESSES

- A. In most instances, witnesses should be separated and interviewed away from other parties.
- B. Important portions of witness statements should be written verbatim, with clear attribution.



Written witness statements should be printed, and the interviewing officer may direct the witness as to form and key elements, without providing direction as to specific content.

Written statements must be clearly identified as to author, date and time and witness.

C. One-on-one Witness Identification

1. Positive identification of a criminal suspect is most accurate when the person making such identification actually observed the commission of the crime and saw the suspect. There will be those instances when a suspect who matches the preliminary description has been detained for identification by eyewitnesses.
2. This identification process should only be used within a reasonable time relative to the actual occurrence of the crime. There are no statutes that define a time limit in which identification must be made. Courts have generally held that the reasonableness of the identification procedure is based on the totality of the circumstances. If there is doubt as to the time frame and circumstances in which a one-on-one identification attempt is appropriate, a supervisor or the assistant county attorney on call should be contacted.
3. Once a determination is made that a one-on-one identification attempt is reasonable, the witness will be transported to the location where the suspect has been detained.
4. Personnel should not express their opinion as to the guilt or innocence of the suspect before or during the identification process. The witness must be offered the opportunity to make an unbiased determination, based solely on his or her own knowledge of the crime and the involvement of the suspect.
5. Consider the totality of circumstance and evidence. Do not ignore any statement of the accused that may offer a reasonable avenue to establish guilt or innocence. It is just as much the duty of the officer to relieve the innocent as it is to arrest the guilty.

- D. Where a photographic spread is to be used for witness identification of a criminal, the detailed procedure in the Investigations Division SOP should be followed.

15-5 SEARCH WARRANTS

A. Reference

(Chapter 808.3, State Code of Iowa)

B. Application

1. An application for a search warrant is a written application supported by the officer's oath or affirmation that is submitted to a magistrate. It includes facts, information, and



circumstances tending to establish sufficient grounds for granting the application and establishing probable cause for believing that the grounds exist.

2. The application shall describe the person, place, or thing to be searched. The description and supporting facts will be made with sufficient specificity to enable an independent and reasonable person with reasonable effort to ascertain and identify the person, place, or thing being searched for.

C. Issuance

(Chapter 808.4, State Code of Iowa)

1. Upon finding a probable cause for grounds to issue a search warrant, a warrant signed by the magistrate, directed to any peace officer, commanding that peace officer forthwith to search the named person, place or thing within the state for the property specified, will be issued.

D. Execution

(Chapter 808.5-808.8, State Code of Iowa)

1. To ensure a successful execution of a search warrant, Division personnel should prepare a plan that will provide for every contingency and take into consideration the number of personnel needed to gain entrance, secure the scene, conduct the search and process the property.
2. Duties of individual personnel should be designated, such as those assigned to the entry team, those on perimeter security, those to control persons present and provide inside security, those to conduct the search by specific area and those appointed as evidence custodians. Identification personnel may be included to photograph the scene and provide other services as required.
3. Search warrants may be executed by any peace officer during either day or night but must be executed within ten days from its date; failure to execute within that period shall void the warrant.
4. Student searches: The laws of search and seizure as they relate to school students are governed by the same statutory law requirements as an adult.
5. In the event that a warrant is executed on a licensed beer/liquor establishment, a copy of the return of service shall be forwarded to the Commander of the Vice/Narcotics Control Section.
6. Detention and Search of Persons on Premises: In the execution of a search warrant, the person executing the warrant may reasonably detain and search any person or thing in the place, for any of the following reasons:
 - a. To protect the searcher from attack.



- b. To prevent the disposal or concealment of any property subject to seizure described in the warrant.
- c. To remove any item which is capable of causing bodily harm or that may be used to resist arrest or effect an escape.

E. Forcible Execution

(Chapter 808.6, State Code of Iowa)

1. The officer may break into any structure or vehicle where reasonably necessary to execute the warrant if, after notice of this authority and purpose, the officer's admittance has not been immediately authorized. The officer may use reasonable force to enter a structure or vehicle to execute a search warrant without notice of the officer's authority and purpose in the case of vacated or abandoned structures or vehicles.
2. If forcible entry was necessary to gain entrance in order to execute a search warrant, and upon completion of that search there is no responsible person present to receive custody, personnel shall make reasonable effort to ensure the structure is secure from unlawful entry or the elements.

F. Return of Service

1. The officer must file a complete inventory of the property seized with the issuing magistrate and state, under oath, that it is accurate to the best of the officer's knowledge. The return of service shall be filed with the issuing magistrate no later than the next business day.
2. The return may be sealed from public disclosure through a request to the County Attorney's Office.

15-6 VEHICLE SEARCHES

A. General

1. Motor vehicles offer the criminal convenient and frequently hard to detect hiding places for weapons, stolen property and allows for the transport of contraband. Locating evidence in vehicles can be difficult, and the ability to detect and recover this evidence rests with the searching technique utilized by the officer.
2. It is important that a specific person perform the search and make a clear report concerning exactly what was found and where in the vehicle it was located.



B. Legal Issues

1. Courts have generally ruled that personnel are authorized to conduct a search incidental to arrest when it is necessary to protect the arresting officers from attack, prevent the arrested person from escaping or to recover evidence.
2. Courts have generally ruled that personnel are authorized to seize that which is observed from outside the vehicle.
3. Personnel are never justified in the indiscriminate destruction of vehicle accessories and equipment or to ransack the interior of a citizen's vehicle.
4. Vehicle searches will be made incidental to arrest, for the safekeeping of property during an impound, with the informed consent of the owner or with a valid search warrant. A search warrant should always be obtained if there is any doubt as to the legality of the search without a warrant.

15-7 INFORMANTS

A. Reference

General Order 04-1, Chapter 21: "Operating Procedures".

B. Restrictions

1. Officers shall not request a parolee or probationer to become an informant or agent without prior approval of the Chief of Police, the parole or probation officer, and in the case of probation, the approval of the sentencing court.
2. Officers shall refrain from making any promises, threats, or inducements to any parolee or probationer for the purpose of actively involving that individual in any intelligence gathering activity.
3. Federal parolees may not be used as informants without a waiver from the Federal Parole Commission.

15-8 DEATH INVESTIGATION

A. Introduction

1. The physical evidence at a crime scene, or discovered during an investigation invariably shapes the remainder of that investigation.

B. Division Objective



1. Insure the proper and effective preservation of all evidence.
2. Establish responsibility for the preliminary investigation of criminal offenses.
3. Facilitate the immediate apprehension of criminal offenders.

C. Questionable Deaths

1. Any death in which the cause is not proven, or any death where there is any indication that the cause might have been other than natural, is considered questionable. All such occurrences shall be initially treated as a homicide until a definitive examination is made.
2. Investigations Division personnel shall be notified of sudden or unexplained deaths of a person under 18 years of age.
3. Officers will notify the Communications Center and a supervisor, who will assist in making a determination as to the activation of Investigations Division personnel.
4. All suspects and witnesses will be identified and separated, a perimeter will be established, and officers will be deployed for the protection of the scene. Each officer will make written notes to include witness statements and observations of the scene.

D. Medical Examiner

1. The Polk County Medical Examiner or designee is to be notified of any death that has not been attended by a physician. Where the death is questionable and/or Investigations Division personnel are involved, the Medical Examiner shall be called at a time determined by the lead investigator.
2. Notification of relatives will normally be coordinated between the Medical Examiner and the Victim Resource Officer.

15-9 SEXUAL ABUSE

- A. Reference – Code of Iowa 2003, Section 232.79, Custody without court order, which authorizes Police Officers to remove juveniles under emergency conditions.

1. Section 232.79 Custody without court order.
 - a. *A peace officer or juvenile court officer may take a child into custody, a physician treating a child may keep the child in custody, or a juvenile court officer may authorize a peace officer, physician, or medical security personnel to take a child into custody, without a court order as required under section 232.78 and without the consent of a parent, guardian, or custodian provided that both of the following apply:*



- (1) The child is in a circumstance or condition that presents an imminent danger to the child's life or health.*
- (2) There is not enough time to apply for an order under section 232.78.*
- b. If a person authorized by this section removes or retains custody of a child, the person shall:*
 - (1) Bring the child immediately to a place designated by the rules of the court for this purpose, unless the person is a physician treating the child and the child is or will presently be admitted to a hospital.*
 - (2) Make every reasonable effort to inform the parent, guardian, or custodian of the whereabouts of the child.*
 - (3) In accordance with court-established procedures, immediately orally inform the court of the emergency removal and the circumstances surrounding the removal.*
 - (4) Within twenty-four hours of orally informing the court of the emergency removal in accordance with paragraph "c", inform the court in writing of the emergency removal and the circumstances surrounding the removal.*

B. Adults

1. Personnel of this Division will be called upon to make preliminary investigation of cases involving rape, child sexual abuse, lascivious acts, and similar cases.
2. Officers must approach this duty with reasonable sensitivity but should not be reluctant in gaining information that will provide the basis for a complete investigation by the Investigations Division.
3. Successful prosecution of sexual abuse is highly dependent upon physical evidence. The victim should be taken to the hospital of choice (preferably Broadlawns Medical Center) and encouraged to undergo physical examination during which the recovery of such evidence is possible. The hospital will notify a Victim Services crisis worker who will be available to assist in this process and should be included as necessary.
4. Serious attacks that are reported after hours will usually result in the recall of Sexual Violence Investigators provided that a crime scene can be located and there is evidence that may be lost if there is delay. The Communications Center maintains a recall schedule that is used with the concurrence of a supervisor.

C. Sexual Abuse of Children

1. Mandatory Reporters
 - a. Police officers as well as doctors, teachers and others are mandatory reporters under Iowa law. Officers becoming aware of any situation in which there is reasonable cause to believe that a child either is the subject of abuse or is in an unsafe environment must make notification to the Iowa Department of Human Services.



- b. Such notification may be made by this Department's normal reporting procedures, along with direct referral to state Child Protective Service investigators through the Communications Center if immediate intervention is required.
 - c. It is also worth noting that police officers are empowered under Iowa law to effect emergency removal of children in dire circumstances.
2. Sexual abuse of children is a specialized area of investigation. Most common cases may involve a parent, step parent or other family member, pedophiles, baby-sitters, or others who either have gained the confidence of the child or are in a position of authority over the child.
3. These cases can be difficult for a variety of reasons. The act alleged occurs in private, involves only the victim and perpetrator and therefore excludes the possibility of witnesses. The age of the child frequently complicates or even prohibits the discovery of a clear set of facts and circumstances that tend to support prosecution. The child may simply be too young to be considered a credible witness, or may be emotionally linked to the perpetrator. In some cases the allegations may be false, motivated by bitter divorce and custody battles, mental instability or other reasons. A complete investigation, supported by medical evidence, is usually required.
4. Personnel of this Division will make preliminary investigation and case reports, with the primary responsibility for follow-up resting with the Sexual Violence Unit of the Investigations Division.
5. A judgment concerning the immediate welfare of the victim must be made and may cause either the victim or alleged offender to be removed from the home. Child protective investigators will be notified and summoned to the scene if necessary. During the hours of 0800-1600, the Sexual Violence Supervisor will be notified and will assign an investigator. A recall list is maintained in the Communications Center for after hours, weekends, and holidays.
6. Personnel of this Division will consider several factors when determining the need to call Sexual Violence and Child Protective Investigators to the scene, including:
 - a. The severity of the alleged offense.
 - b. The immediate safety of the child.
 - c. The recovery of evidence that may be lost if there is delay.

D. Physical Abuse of Children

1. The requirement of police officers as mandatory reporters described above is also applicable in this area.
2. Physical abuse of children is no less difficult to investigate than child sexual abuse, for many of the same reasons. Injuries range from minor bruises to major trauma causing



death. Thorough medical examination by physicians specializing in the diagnosis of child abuse is required.

3. Notification and recall of CPI and Investigations Division personnel is the same as above. The primary considerations are also the same:
 - a. The severity of the offense.
 - b. The safety of the child.
 - c. The recovery of evidence that may be lost if there is delay.
4. Cases of major trauma usually originate in the emergency rooms of hospitals. Personnel of this Division may be called upon for preliminary reporting or other assistance. Investigation will be handled by the Trauma Team, a multi-disciplined group organized through the Investigations Division.

15-10 BURGLARY

A. Burglary in Progress Response

Supervisors and officers responding to a burglary in progress call shall coordinate their response to ensure the safety of the officers and to improve the opportunity to apprehend the offender.

Coordination, usually over the radio, will ensure a proper approach and coverage of the building.

Arriving officers must be prepared to guard their safety. Officers must also consider that an owner or uninvolved citizen may be at the scene.

B. Residential

1. The preliminary investigation of residential burglary should be made in a thorough and sensitive manner. Special attention should be paid to how the burglar may have chosen their target, their method, and point of entry and exit, their transportation of stolen property and the protection of physical evidence left at the scene.
2. Many residential burglaries occur during daylight hours, while residents are at work and may be perpetrated by random thieves, neighbors, juveniles, acquaintances or even by relatives and family members. All of these possibilities should be considered in the preliminary investigation.
3. Complete reporting of the event is important, with emphasis on a full description of property taken, to include unique serial numbers and identifying marks. A check of backyards and alleys close to the target sometimes results in the recovery of stolen property



that the perpetrator has hidden for later retrieval. A check with neighbors and others sometimes yields information relating to possible suspects or vehicles.

C. Commercial

1. The investigation of commercial burglaries is done in much the same manner as described for residential burglary.
2. Randomly checking the security of closed businesses is an effective means of prevention and control of commercial burglary.

15-11 ARMED ROBBERY

A. Response

1. Police Officers will be summoned for response to armed robbery in progress incidents. It is critical that responding officers coordinate their arrival.
2. Officers must arrive safely, remaining alert on the way for fleeing suspects and position themselves safely. Arriving officers must watch for suspects who are physically positioned in a way that may be a threat to the officer's safety.
3. On entering a robbery target building, officers must be alert for suspects whose identity may not be obvious and who may be mistaken for employees or customers.
4. Building entry must be coordinated, with emphasis on safety of officers, citizens, and early identification of suspects.
5. Contact with the building tenants should be completed and a broadcast made concerning the status, the description of the suspects, direction of travel and vehicle, if applicable.
6. Where suspects are contained in a building, officers should seal off the critical area, set up a perimeter and the supervisors should develop a tactical plan. Such plan may involve alerting the Homeland Security Section. (Revised 9-29-05)
7. The supervisor at the scene will need to quickly develop a tactical plan which takes into consideration resources readily available, likely danger to citizens and police, the apprehension of the suspect, recovery of property and a reasonable estimate of the likelihood for success.
8. If a hostage situation develops, procedures for hostage emergencies will be initiated.



B. Investigation

1. The officer responding to the scene must quickly ascertain the time delay between the exit of the perpetrator and the initial call to the Communications Center. That officer will also report a preliminary description to include suspect, vehicle, and direction of travel as soon as possible.
2. The responding officer must ascertain whether cameras or other security measures were in use at the time of the robbery. Officers must be alert for false reports that are sometimes used to cover thefts by employees, and notify the Identification Section to process the scene.
3. The responding officer must make a complete, detailed report, including exact language and actions of the suspect, along with the most detailed description that can be obtained from all victims and witnesses. Witnesses should be separated prior to taking their statements.

15-12 BANK ROBBERY

- A. The Communications Center is notified of a bank robbery, usually by an alarm company.
- B. Multiple police officers will be called to respond to the robbery.
- C. A supervisor or lead officer should coordinate the arrival and positioning of officers at the bank.
- D. The Communications Center should contact the alarm company and request that company to contact the bank and determine whether the alarm is false or determine that the bank is actually being robbed.
- E. If the alarm is false, officers should enter the bank and determine the cause of the alarm.
- F. If the alarm company cannot verify whether the alarm is good or false and police have made an attempt to contact persons inside the bank; the supervisor should carefully coordinate entry into the bank.
- G. Officers must remember that the suspect may not be obvious and may be difficult to identify. Consequently, there is danger of passing a suspect or inadvertently letting one get a dangerous tactical advantage on the officer.



- H. It is possible, particularly in a large bank, that some employees may not know that the bank is being (or has been) robbed.
- I. If it is confirmed that the bank is being robbed, officers should seal off the critical area and the supervisor should develop a tactical plan. Such plan may involve alerting the Homeland Security Section. (Revised 9-29-05)
- J. The supervising officer at the scene will, need to quickly develop a tactical plan which takes into consideration resources instantly available, likely danger to citizens and police, apprehension of the suspect, recovery of property and a reasonable estimate of the chance for success.
- K. If a hostage situation develops, procedures for hostage emergencies will be initiated.

15-13 ASSAULT/DOMESTIC ASSAULT

A. Assault Defined

(Chapter 708, State Code)

- 1. *A person commits an assault when, without justification, the person does any of the following:*
 - a. *Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act.*
 - b. *Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act.*
 - c. *Intentionally points any firearm towards another, or displays in a threatening manner any dangerous weapon towards another.*

B. Investigative procedures

- 1. Establish that the assault was, in fact, committed. Arrests may be made immediately in those instances when the assault is committed in the presence of the officer. In certain areas of Domestic Abuse (Chapter 236.11, 236.12, State Code of Iowa) the arrest of the primary aggressor is mandated as follows:
 - a. *A peace officer may, with or without a warrant, arrest a person under 708.2A, if upon investigation, including a reasonable inquiry of the alleged victim and other witnesses, if any, the officer has probable cause to believe that a domestic abuse assault has been committed which did not result in any injury to the alleged victim.*
 - b. *A peace officer shall, with or without a warrant, arrest a person under section 708.2A, subsection 2 if, upon investigation, including a reasonable inquiry of the alleged victim and other witnesses, if any, the officer has probable cause to believe that a*



domestic abuse assault has been committed which resulted in the alleged victim's suffering a bodily injury.

- c. *Except as otherwise provided in subsection 3, a peace officer shall, with or without a warrant, arrest a person under section 708.2A if, upon investigation, including a reasonable inquiry of the alleged victim and other witnesses, if any, the officer has probable cause to believe that a domestic abuse assault has been committed and that the alleged abuser used or displayed a dangerous weapon in connection with the assault.*
 - d. *The peace officer shall arrest the person whom the peace officer believes to be the primary physical aggressor. The duty of the officer to arrest extends only to those persons involved who are believed to have committed an assault. Persons acting with justification, as defined in section 704.3 (self defense) are not subject to mandatory arrest. In identifying the primary physical aggressor, a peace officer shall consider the need to protect victims of domestic abuse, the relative degree of injury or fear inflicted on the persons involved, and any history of domestic abuse between the persons involved. A peace officer's identification of the primary physical aggressor shall not be based on the consent of the victim to any subsequent prosecution or on the relationship of the persons involved in the incident, and shall not be based solely upon the absence of visible indications of injury or impairment.*
 - e. *A peace officer is not civilly or criminally liable for actions pursuant to this section taken in good faith.*
2. As with all other investigations, full reporting is essential. Obtain complete statements of victim and witnesses, describe the chain of events and any other pertinent information.

15-14 VEHICLE THEFT

A. Tactics

1. The recovery of stolen vehicles, in most cases, is the result of close attention by the officer to active reports of stolen vehicles and recoveries made by others. The review of daily bulletins and the maintenance of an "active stolen" file will assist the officer in tracking and recovering stolen vehicles.
2. Special attention should be given to the location of both theft and subsequent recovery of vehicles since a pattern may emerge that may suggest dump areas in future cases. Vehicles are stolen for a variety of reasons and by various types of offenders. A significant number of stolen vehicles are crimes of opportunity involving juveniles or younger adults for the purpose of "joyriding". Other cases may involve late model vehicles stolen by the professional car thief for chop shop operations or for resale out of state. Some reports may actually be domestic or civil in nature while other vehicles are stolen for use in anticipated crime. Consideration of these factors may provide useful possibilities in the recovery of vehicles and the arrest of suspects.

B. Investigation



1. Recovered vehicles should be processed by the Identification Section within the Department specifications. A reasonable attempt should be made to notify the owner of a recovered vehicle prior to impounding to avoid the added expense of impound and storage fees. Those being impounded will have relevant information given to LENCIR for the completion of an impound tag. (Revised 9-30-05)
2. Reporting shall be in accordance with the Department Reporting Guide. Larceny of Motor Vehicle reports shall be signed by the person reporting the theft and brought to the station or given to a supervisor as soon as possible so that they may be processed and entered into the computer system.